

**TOWN OF GEDDES
ETHICS BOARD
FORMAL COMPLAINT FORM**

I, _____ believe that there has been a violation of the "Code of Ethics of the Town of Geddes": (see attached) and I wish to make the following complaint:

Date of alleged incident: _____, 20__

Description of alleged incident:

*If more writing space is needed, please use only the back of this form.

**No additional documentation is needed unless the Ethics Board requests it.

***Please make clear the offense by circling the appropriate letter on the "Standard of Conduct" sheet.

Your Name: _____ Phone Number: _____

Address: _____ Date: _____

I am / am not willing to appear before you to discuss the incident. (Please circle one)

Outcome and/or measures taken:

Additional Information:

**ETHICS BOARD
COMPLAINT PROCEDURES**

Page 1 of 3

PURPOSE AND INTENT

Pursuant to the provisions of Section 806 of the General Municipal Law, the Town Board of the Town of Geddes recognizes that there are rules of ethical conduct for public officers, employees and consultants which must be observed if a high degree of moral conduct is to be maintained in our unit of local government. The proper operation of the Town government requires that its officers, employees and consultants be independent, impartial, objective, unbiased and responsible to and for the people of the Town of Geddes. It is the intention that all complaints will be treated equally, with proper procedure, discretion and seriousness that they deserve.

GENERAL GUIDELINES

1. All correspondence or communication, either written or verbal, between the Board and the involved parties will be processed through the Chair of the Committee. If anyone other than the Chair receives correspondence or questions, they should be immediately redirected to the Chair, for distribution to the Board.
2. All meetings shall be held at the Town Hall.
3. If, during the course of any proceeding, other elected officials or Town employees are asked about a pending complaint, those questions should be referred to the Ethics Board.
4. Only those complaints or inquires relating to the Town of Geddes Code of Ethics will be considered by the Ethics Board.
5. All opinions and recommendations of the Ethics Board will be submitted to the Town Board for its further consideration.

**ETHICS BOARD
COMPLAINT PROCEDURES**

Page 2 of 3

PROCEDURES

1. The Ethics Board shall convene at least twice a year and at such other times as otherwise may be necessary based on complaints filed.
2. A written request must be completed on the adopted "Complaint Form" and submitted in a sealed envelope to the attention of the Chair of the Ethics Board or to the Town Clerk for personal delivery to the Chair.
3. When the Chair of the Ethics Board receives the complaint, he/she will advise the Town Supervisor of the general nature of the complaint and will convene the Board at the earliest opportunity, no later than thirty (30) days after receipt of the complaint in order to evaluate the merit of the complaint.
4. If the Board determines that the complaint does not have merit, the Chair will provide written correspondence, to the Supervisor and the Town Board, detailing the reasons the complaint lacked merit or did not fall under the purview of the Ethics Board. The Town Clerk will review the Ethics Board recommendation and notify the complainant in writing of same with a copy to the Ethics Board.
5. If the Ethics Board considers the complaint to have merit, the Chair will schedule a meeting at which time:
 - a. Any potential conflict of interest between all parties listed in the complaint and member of the Ethics Board shall be investigated and discussed. If it is determined that a conflict of interest exists, the effected Ethics Board member(s) will be recused.
 - b. A plan of action, a list of respondents and a schedule of meetings will be developed.
 - c. The Chair will communicate the results of this meeting to the Town Board and the estimated date the review will be completed if known.
6. The person who submitted the complaint will be contacted by the Ethics Board to schedule a meeting to discuss the complaint and the potential violation of the Geddes Ethics Policy that is alleged.
7. If the complainant refuses to meet with the Ethics Board, it will dismiss the complaint and provide written correspondence to the Town Board about the disposition.
8. If the complainant meets with the Ethics Board, the Board will discuss the merits of the complaint. If the Board determines there is merit to the allegation, it will schedule a meeting with the alleged violator of the Town of Geddes Code of Ethics in order to obtain information deemed necessary to further evaluate the complaint.

**ETHICS BOARD
COMPLAINT PROCEDURES**

Page 3 of 3

9. If the alleged violator does not respond to the request for a meeting with the Ethics Board, the Board will issue a letter to the Town Board asking for further direction. The Town Board may direct the Ethics Board to:
 - a. Provide a second request for a meeting to the alleged violator.
 - b. Dismiss the complaint.
 - c. Render an advisor opinion based upon the information gathered as related to the Town of Geddes Code of Ethics.
10. Once the Ethics Board has the opportunity to meet with the alleged violator, it will discuss the substance of the complaint and the application of the Town of Geddes Code of Ethics. The alleged violator will be requested to provide background information concerning the incident and any other information that may be useful in evaluation of the complaint.
11. The Ethics Board will meet with other individuals when deemed necessary to gather information to verify the facts and circumstances of the incident.
12. After all of the available information is gathered, the Ethics Board will schedule a meeting to discuss such information and evaluate the facts and the application of the Town of Geddes Code of Ethics.
13. Written correspondence will be provided to the Town Board detailing the following:
 - a. Nature of the complaint and the individuals involved.
 - b. Pertinent sections of the Town of Geddes Code of Ethics that have been violated (if any).
 - c. Findings and determinations based upon the available facts gathered.
 - d. Recommendations.
14. Any further action will be determined by the Town Board as deemed appropriate.